

FY 2004 FEDERAL TRAINING CALENDAR

October 1, 2003- September 30, 2004

COURSE	DATE(s) OF CLASS	LOCATION
OCTOBER 2003		
Pre-Retirement Planning (CSRS & CSRS Offset)	October 1, 2003	Rm G-100
NOVEMBER 2003		
Mid Career FERS	November 5, 2003	Rm G-100
Benefits Orientation for Newer Employees (FERS)	November 6, 2003	Rm G-100
DECEMBER 2003		
Pre-Retirement Planning (FERS)	December 3, 2003	Rm G-100
JANUARY 2004		
Mid-Career Financial Planning (CSRS)	January 7, 2004	Rm G-100
FEBRUARY 2004		

Pre-Retirement Planning (CSRS & CSRS Offset)	February 4, 2004	Rm G-100
MARCH 2004		
Benefits Orientation for Newer Employees (FERS)	March 3, 2004	Rm G-100
Pre-Retirement Planning (CSRS & CSRS Offset)	March 31, 2004	Rm G-100
MAY 2004		
Mid-Career Financial Planning (FERS)	May 5, 2004	Rm G-100
JUNE 2004		
Pre-Retirement Planning (FERS)	June 2, 2004	Rm G-100
Benefits Orientation for Newer Employees (FERS)	June 30, 2004	Rm G-100

AUGUST 2004		
Pre-Retirement Planning (CSRS & CSRS Offset)	August 4, 2004	Rm G-100
SEPTEMBER 2004		
Mid-Career Financial Planning (FERS)	September 1, 2004	Rm G-100

Duties of the Training Contact per class:

- Identifies Trainer
- Identifies Date
- Designs full course description and gives to CASU
- Makes sure trainer is paid
- Is at the class - introduces instructor, make sure room is ready for a class.

CASU CONTACTS

GSA – (612) 725-1740 – Yusuf (612) 725-3652 - Nicole

Defensive Driving – Lisa Kons, MN Safety Council, (651) 228-7330

Retirement Classes – Tom Haley (763) 574-1130

Building 9 (EES) – Jeanine Ingbar (612) 725-2000 ext. 4545#

Room 454, Immigration – Linda Wallace (612) 725-3850

CPR & First Aid – HeartStart – (952) 891-4137 (Catherine Pickerell (651 456-9659 home) & Lisa Wagner (612 859-6106))

Concepts in Travel – Charlene (503) 639-8343

H: dmc: casu: 2004 calendar